

**Mukwonago Community Library**  
**Public Computers and Internet Access Policy**  
**Approved November 9, 2023 – Last Reviewed May 20, 2024**

The Mukwonago Community Library (“MCL”) endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the community. This policy provides rules and guidance for anyone who utilizes the Library’s network, software, and hardware (“Users”). This includes but is not limited to: public computers, laptops and mobile devices using the Library’s wireless network, and personal laptops and mobile devices on other networks inside the library.

- I. Responsible Use
- II. Confidentiality and Security of Electronic Information
- III. Public Computer Use
- IV. Wireless (Wi-Fi) Use
- V. Printing and Copyright Disclaimer
- VI. Library’s Rights Reserved

**I. Responsible Use**

The Internet is a worldwide network of information for many people and cultures and is continually expanding. Users may find that some sites are controversial, offensive, imprecise, or unverified. However, the use of Internet filters to block otherwise-constitutionally protected speech compromises First Amendment freedoms and the core values of librarianship. Therefore, Mukwonago Community Library does not censor or otherwise filter access to Internet materials or protect users from information they may judge offensive. Just as MCL does not endorse any of the various viewpoints in its physical and digital collections, the Library also does not endorse the accuracy of information or diverse viewpoints accessed through the Internet. Therefore, it is the responsibility of the User to choose and evaluate the content and accuracy of sources accessed via the Internet.

- A. Parents and/or legal guardians assume all responsibility for their child’s use of, and exposure to, the Internet through the Library’s connection.
- B. Use of the Library’s public computers and/or network for illegal or inappropriate purposes is strictly prohibited. Improper use will result in immediate termination of use and may result in termination or suspension of Library privileges. Examples of unacceptable uses include, but are not limited to: accessing files, passwords, or data belonging to others without their permission; damaging or altering hardware or software; unauthorized reproducing of copyrighted, licensed, or other protected material; misrepresenting oneself as another User; accessing materials defined as

“harmful to children” by Wis. Stat. § 948.11(1)(b); harassing or interfering with other Users; and violating applicable local, state, federal, or international laws.

- C. MCL assumes no responsibility for damage, theft, corruption, or loss of a User’s personal equipment, software, data files, or other personal property brought into or used at the Library’s facilities.
- D. MCL prohibits damaging or modifying the Library’s computer equipment, hardware, software, or network whether in use at the Library, on loan, or offsite. Users will not deliberately propagate computer viruses and malware. Users will be charged to fix any damage they cause.
- E. MCL does not take responsibility for any viruses, malware, or other attacks on or changes made to a User’s personal device while utilizing the Library’s network. The Library cannot make any guarantee about the compatibility of personal equipment with the Library’s network, printers, or other devices.

## **II. Confidentiality and Security of Electronic Information**

Library Users have the right to confidentiality and privacy. However, Internet Users should be advised that because security is technologically difficult to achieve, electronic transactions and files could become public. The Internet is not a secure medium and third parties may be able to obtain information about Users’ activities regardless of any protections in place through the Library’s network and regardless of the Library’s efforts to maintain security. Please use caution before providing any personal information over the Internet. See the Library’s Confidentiality, Privacy, and Surveillance Policy for more information.

- A. Users are responsible for ensuring that personal devices have security protection against viruses and other malware. Users access the Library’s network at their own risk.
- B. Parents and/or legal guardians are responsible for the actions of their children under the age of eighteen (18) at all times, including while children are utilizing the Library’s network, software, or hardware. The Library assumes neither responsibility nor liability for the actions, care, supervision, or safety of minors while on MCL property. Parents and/or legal guardians are responsible for the actions and behaviors of minors whether they are directly supervising the minor or not. See the Library’s Public Behavior Policy for more information.
- C. Users have the right to confidentiality and privacy. However, if the MCL staff has reason to believe that a User is not using the Library’s computers or network responsibly, they may internally review files, logs, and/or communications to maintain system integrity and ensure adherence to policy. In accordance with the Library’s Confidentiality,

Privacy, and Surveillance Policy, the USA Patriot Act, and corresponding Wis. Stat. § 43.30, the Library will release records to authorities only as required by the law.

### **III. Public Computer Use**

MCL provides public computers for educational and informational purposes. These computers have unfiltered access to the Internet as well as basic productivity software. These computers are only available inside the Library during business hours.

- A. Users must have their library card number and PIN to use the public library computers or to print from any computer.
  - a. Minors under the age of eight (8) must be accompanied by a guardian at all times while using the Library's public computers to ensure proper use of the equipment.
  - b. Minors under the age of eighteen (18) must have their library card and PIN to use the public computers. Minors with expired library cards will not be allowed to use the Library's public computers.
  - c. Adults aged eighteen (18) and older may use their library card and PIN, or they may request a guest pass to use the public computers. Library staff may ask for identification to verify age.

Public library computers are available on a first come, first served basis. Library staff may ask Users to log out after three (3) hours of use to allow others to use the computer.

- B. MCL's public computers contrast from personal computers in that they are used by many different people throughout the day. To guard against unintentional abuse, Library computers contain software that limits some functionality as well as clears all recent changes and data upon logging off.

### **IV. Wireless (Wi-Fi) Use**

MCL offers free wireless access (Wi-Fi) to the Internet via its network both inside the building and on the Library property to all Users.

- A. All Library policies and rules, and all local, state, and federal laws apply to the use of MCL wi-fi on personal devices.
- B. Users are responsible for connecting their personal device to MCL wi-fi. Library staff are only able to provide basic support.
- C. Wi-fi access and bandwidth are not guaranteed.

**V. Printing and Copyright Disclaimer**

MCL provides access to printing, scanning, and faxing as a convenience to Users.

- A. Some services may require a fee to use. The Library Board sets the fees, and they are posted in the Library. Users are responsible for all costs associated with using these services.
- B. MCL is not responsible for errors in printing, faxing, or scanning.
- C. Printing is available on the Library's public computers and via a mobile printing option accessible via a User's mobile device. MCL does not guarantee compatibility between a User's device and this software.
- D. Copyright law prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of the Fair Use Act, 17 U.S.C. § 107. Any responsibility for consequences arising from copyright infringement or any other illegal use lies with the User.

**VI. Library's Rights Reserved**

Violation of this policy may result in loss of Internet and/or Library privileges. Illegal uses of public access Internet computers may also be subject to prosecution by local, state and/or federal authorities. In the event that a User violates any Library policy or rule or is suspected of violating any local, state, and/or federal law, the Library reserves the right to:

- A. Terminate a User's session, without notice.
- B. To limit the amount of a User's computer time at any one sitting.
- C. To erase any and all of a Users' files stored on library equipment, without notice.
- D. To deny or limit a User's access to computer operating systems, files, and/or programs.
- E. To deny or revoke Internet or Library privileges for a specified amount of time.

## Revision History

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| <b>May 18, 2017</b>     | Policy Created. Replaces Internet Access Policy.  |
| <b>March 1, 2018</b>    | Reviewed by Policy Committee. No changes found necessary.   |
| <b>May 15, 2018</b>     | Approved by Library Board.  |
| <b>March 21, 2019</b>   | Removed Section IV, Paragraph E from the policy which stated "Children less than 18 years of age must have written parental / guardian permission on file prior to computer usage".   |
| <b>November 9, 2023</b> | Policy updated for clarity and consistency throughout.<br>Section III added guest pass access and clarified minors' access; removed fines block to access computers; removed time limit to access computers<br>Added Section V "Printing and Copyright Disclaimer"<br>Added Section VI "Library's Rights Reserved"<br>Reviewed by Village legal counsel |